

ANNUAL EASTERN FISH HEALTH WORKSHOP

GUIDE FOR ABSTRACT PREPARATION AND POWERPOINT PRESENTATIONS

Please review and follow these guidelines carefully.

ABSTRACT

1. Limit your abstract to a single side of an 8.5"x11" page keeping margins within 1.5" on all sides.
2. Type the abstract in Microsoft Word using a 12 pitch Courier New font.
3. Center and boldface the title. Capitalize the first letter of every word.
4. Denote genus and species with italic script.
5. Provide a double-blank space between the title and authors (use first name, middle initial, and last name of each author). Center and underline the name of the author who will give the presentation (even if that individual is the sole author). Precede the name of each author with a numeric superscript to denote affiliations.
6. Provide a single-blank space between the authors and their affiliations. Superscripts should also precede the author's affiliation. Superscripts are not needed for sole authors. Separate affiliations with a " ; " in a continuous paragraph (i.e. - do not start each affiliation on a new line). Affiliations should be a complete mailing address including zip code. If you are from America, do not place "USA" after the zip code. Do not place email addresses in the affiliations.
7. Provide a double blank space between the affiliations and the body of the abstract.
8. The abstract should be a single right- and left justified paragraph. There should not be any tables, figures, or citations within the abstract.
9. E-mail your abstract to rcipriano@usgs.gov

Presentation

Power Point is the format for oral presentations. We shall be using Power Point 2003 at the meeting. A master CD will be prepared that has each of the talks linked to the master agenda, which will avoid loading delays. Power Point presentations will not be accommodated if they are not included on the master CD, so please have all of your talks to me by the appropriate deadline. Furthermore, we shall not make additional changes to the CDs at the meeting. Please prepare your slides with this in mind. **Ensure that all fonts on the presentation are equal to or greater than 24 pitch** (gene sequencing excepted). People often complain that the font was too small to read and that there was too much data presented on an individual slide. Concise is best! Avoid large picture files and large amounts of animation that tend to slow the loading of individual slides. Use animation judiciously.

Compress Picture Files. This significantly reduces the size of your file and shortens loading times between talks. Images don't need to be larger than 1024 × 768 pixels. To compress your file:

1. Right-click on the picture, and then click **Format Picture** on the shortcut menu.
2. In the **Format** dialog box, click the **Picture** tab, and then click **Compress**. Under **Apply to**, do one of the following: To compress just the current picture, click **Selected pictures**. To compress all the pictures in your presentation, click **All pictures in document**.
3. Under **Change resolution**, click **Web/Screen**.
4. Under **Options**, select the **Compress pictures** check box and the **Delete cropped areas of pictures** check box.
5. Click **OK**.
6. If prompted, click **Apply** in the **Compress Pictures** dialog box. PowerPoint compresses the picture or pictures for you automatically.
- 7.

Stay On Time! Make wise and judicious use of your time. It is a kindness and courtesy to the other speakers on the program and to the audience that each presentation does not exceed its allotted time.

Special and General Session Presentations:

All such presentations should not exceed **12 minutes** and allow 3 minutes for questions. During the sessions, both the moderators and a timekeeper will monitor the length of your talk. A bell will ring after 12 minutes has expired and the speaker should wrap up his/her presentation. Should a speaker continue beyond this time, and the moderator be too embarrassed to cut off the speaker, the projectionist will. Moderators will close such talks at that time and move on to the next speaker. If speakers do not leave time for questions, moderators will divert questions to either an Open Discussion period or to see the individual making the presentation at a break.

Aquatic Detective Case Report Session Presentations: MUST BE UNUSUAL OR UNCOMMON CASES AND NOT SIMPLY SHORTENED RESEARCH REPORTS.

Make your report interact with your audience. Do not give away your conclusions until the very end. Such presentations should not exceed **8 minutes** and allow 2 minutes for questions. Both the moderator and a timekeeper will monitor the length of your talk. A bell will ring after 8 minutes has expired and the speaker should wrap up his/her presentation. Should a speaker continue beyond this time, and the moderator be too embarrassed to cut off the speaker, the projectionist will. Moderators will close such talks at that time and move on to the next speaker. If speakers do not leave time for questions, moderators will divert all questions to either an Open Discussion period or to see the individual making the presentation at a break.

If you have attended previous meetings, you will know that the EFHW does indeed enforce its time allotments.

For additional information, contact:

Dr. Rocco C. Cipriano
National Fish Health Research Laboratory
11649 Leetown Road
Kearneysville, WV 25430
P: 304/724-4432
F: 304/724-4435
E: rcipriano@usgs.gov